

EDITED KSA LISTING

CLASS: LEGAL SECRETARY

NOTE: Each position within this classification may be required to possess all or some of these Knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Intermediate knowledge of technical legal terms, various legal forms, and documents in order to complete court mandated guidelines statewide.
K2.	Intermediate knowledge of modern office procedures, and equipment (e.g., alphabetize, organize, inventory, fax, photocopier, scanner, computer and printer, etc.) in order to complete work assignments.
K3.	Advanced knowledge of Business English and correspondence in order to proofread,(e.g., grammatical construction, correct errors and clarity of documents, etc.) and effectively communicate with staff and others, etc.
K4.	Intermediate knowledge of the judicial process, department and legal procedures and practices and multiple/specialized areas of law to ensure that the proper documents are filed with the courts and/or administrative agencies and that court mandates are met.
K5.	Intermediate knowledge of proper format of State and Federal citations (e.g., case law, legislative, judicial, etc.,) to ensure documents meet court mandated guidelines.
K6.	Intermediate knowledge of legal resources from traditional library references and software applications (e.g., West Law, Lexus/Nexus, Pro Law, California Statutes, etc.,)

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#	Knowledge, Skill, Ability
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	Skill to:
S1.	Skill to type at the minimum speed of 45 words per minute in order to effectively complete work assignments, type correspondence, transcribe minutes, disseminate information to staff and others, etc.
S2.	Skill to establish and maintain effective working relationships with staff in order to preserve a professional work environment and gain the cooperation of others.
S3.	Skill to independently prepare correspondence (e.g., memorandums, letters, reports, etc.) to assist attorneys in preparing the less complex correspondence.
S4.	Skill to perform difficult legal clerical work including the ability to process a large variety of legal documents, spell correctly, use proper English and make arithmetic computations, in order to identify and process sensitive/confidential information and complete work assignments.
S5.	Skill to accurately transcribe difficult dictation involving a variety of legal terms from a dictating machine, in order to provide attorneys with accurate written documents.
S6.	Skill to communicate effectively (written and orally) in order to provide assistance/direction to staff and others, exchange information, write reports/memorandum/letters, etc.
S7.	Skill to follow directions (written and verbal), by attorneys and/or managerial staff with minimal instruction to complete work assignments.
S8.	Skill to analyze situations accurately and take effective action, in order to deal tactfully with a wide range of inquires; and applies specific laws, rules, and office policy and procedures.
S9.	Skill to file and serve legal pleadings in multiple jurisdictions, including State, Federal and Appellate courts, or Office of Administrative Hearings to meet court mandates and legal deadlines.
S10.	Skill to independently perform complex clerical and legal secretarial work, in order to identify and process sensitive/confidential information and complete work assignments.
S11.	Skill to coordinate and schedule legal services (e.g., court conference calls, ordering transcripts, depositions, etc.) in order to assist the attorneys with legal proceedings.
S12.	Skill to screen mail, visitors, and telephone calls to effectively determine the importance and respond appropriately.

Bold text-indicates not on Classification Spec.

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S13.	Skill to interact tactfully with courts, administrative agencies, governmental entities, co-counsels, opposing counsels, or witnesses, ensuring a professional representation of the Department.
S14.	Skill to work under pressure and time constraints while handling changing priorities/deadlines to complete assigned tasks and assist the attorneys and /or managerial staff.
S15.	Skill to give information and provide assistance, while utilizing good judgment and discretion to effectively communicate information to staff and others.
S16.	Skill to assume leadership role over a given assignment (e.g., organize case files, litigation tracking, train student assistants, etc.) to ensure information is readily available when needed.
S17.	Skill to maintain case/administrative files and records (e.g., case files, time sheets, travel expense claims, and supply requisitions, etc.) to ensure information is readily available when needed.

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	Special Personal Characteristics:
SPC1.	A demonstrated interest in assuming increasing responsibility, mature judgment, loyalty, poise, tact, and discretion